

PASSAIC COUNTY AREA OF NARCOTICS ANONYMOUS POLICY SUB-COMMITTEE GUIDELINES

ARTICLE I. Name

The name of this Subcommittee shall be the Passaic County Area of Narcotics Anonymous Policy Subcommittee, a Sub-committee of the Passaic County Area of Narcotics Anonymous Area Service Committee (PCASC) for the fellowship of Narcotics Anonymous.

ARTICLE II. Purpose & Function

This Committee is responsible for keeping the Bylaws, major ideas, rules of order, job descriptions, and Sub-committee guidelines, updated in the area handbooks. This Committee will also be available to help with wording for ideas and bylaw amendments, as well as, be a resource for Areas or Sub-committees that are developing bylaws or guidelines. This Committee is also responsible to review wording on all ideas and help the Chairperson to insure that conflicts between ideas, bylaws, and Traditions are kept at a minimum.

ARTICLE III. Meetings

Section 1. The Policy subcommittee shall meet twice yearly and more often if there is a need.

Section 2. Special meetings may be called by the chairperson, and/or be called upon written request of any members of the Passaic County Area of Narcotics Anonymous (PCASC). The purpose, place, and time of the meeting shall be stated in the request. Adequate notice will be given to ensure that every member of PCASC who wishes to participate has the opportunity to do so.

ARTICLE IV. Membership and Voting

Section 1. General membership in the PCASC Policy subcommittee shall be open to all individuals who share the stated purpose of PCASC.

Section 2. The voting members shall be:
- Any individual who shares the stated purpose in Article II.
- A member specifically designated by their Area.

Section 3. Any member, general or voting, of the Policy subcommittee may make a idea or participate in discussions. Seconds must be made and general rules of order/voting apply.

Section 4. In case of a tie vote on any idea or election, the Policy Chairperson will cast the deciding vote.

Section 5. The requirements and duties of voting participants shall be:
- Personal time and abilities to perform their duties.
- Willingness and desire to serve in the position.
- Suggested six (6) months continuous clean time.

- Understanding of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, or a willingness to learn.
- Maintenance of clean time throughout term of office or participation.

ARTICLE V. Officers

The officers of the Policy subcommittee shall be a Chairperson, Vice-chairperson, and a Secretary. These officers shall perform their duties as designated by these guidelines.

Section 1. Chairperson: shall be available to the ASC and its' Chairperson for experience on matters of CBDM to improve rather than impede the flow of business. Shall conduct the Policy subcommittee meetings in an orderly manner. Shall assign tasks to individuals as necessary to complete the functions of the Sub-committee.

Section 2. Vice-Chair: Shall act as Chairperson in the Chairpersons' absences or request.

Section 3. Secretary: Shall maintain contact with ASC Policy Sub-committee. Shall keep records of Committee proceedings. Shall maintain an updated list of all Committee members. It is suggested that whenever possible all members of the Policy subcommittee attend ASC meetings.

ARTICLE VI. Spiritual Guidance

Section 1. The Policy subcommittee shall not make any idea or take any action that conflict with the Twelve Traditions of Narcotics Anonymous.

Section 2. The Policy subcommittee shall conduct business within the following documents in precession:

- The Twelve Traditions of Narcotics Anonymous.
- The current publication of these guidelines.
- A Guide to Local Services in Narcotics Anonymous / Twelve Concepts for NA Service.
- PCASC CBDM Guidelines

ARTICLE VII. Elections

Section 1. Any active member of the Policy subcommittee and PCASC in general is eligible for nomination to a Policy subcommittee service position.

Section 2. Any member of the PCASC may nominate a qualified individual for a Policy subcommittee position.

Section 3. A simple majority of voting members is required to elect these service members.

Section 4. A service member may be removed from their position for non-compliance at the next meeting. A simple majority vote is required for removal. Non-compliance included but is not limited to:

- Non-fulfillment of the duties of their position.

- Non-attendance at regular Policy subcommittee meetings without notification to the chairperson.

Section 5. Loss of abstinence results in immediate resignation from office.

Section 6. In cases of removal or resignation of a PCASC service member, the ASC Co-Facilitator will serve, in accordance with the following:

- In cases of removal or resignation, the Chairperson shall appoint an interim service member, with elections to fill the interim position at the next Policy subcommittee meeting.
- In cases of removal or resignation during a Policy subcommittee meeting, the subcommittee shall elect an interim service member then.

Section 7. The service members shall be elected to serve for one (1) year.

Section 8. No member shall hold more than one (1) Policy subcommittee position at one time, and no member shall be eligible to serve more than two (2) consecutive terms in the same position. Interim service is excluded.

Section 9. The Policy subcommittee service members shall be elected in April, except the Policy Chairperson, who is elected in March during the regularly scheduled PCASC elections.

Section 10. In cases of service members removed from service positions due to non-compliance, they shall not hold a trusted servant position in the Policy subcommittee for six (6) months.

ARTICLE VIII. Policy Books

Section 1. ASC Handbook shall include policies, decision making procedures (CBDM) and the historical log of motions/ideas.

Section 2. ASC Policy Reference Books shall be updated at least twice per year to be presented at the April ASC meeting.

Section 3. ASC Handbooks shall be the property of the ASC.

ARTICLE IX. Amendments to Guidelines of the Policy Subcommittee

Section 1. Any voting member may propose an amendment to the guidelines of the Policy subcommittee. This proposal must be made at regular subcommittee meetings. Please note: this does not pertain to PCASC Policy changes. It ONLY pertains to the guidelines for the Policy subcommittee.

Section 2. A simple majority of the voting members present is necessary to amend.

ARTICLE X. Recommendations and Ideas

Section 1. The policy subcommittee can present recommendations in the form of ideas for decision-making at PCASC. No policy changes can ever be made without the approval of the ASC body.